



**MEDICAL BOARD OF CALIFORNIA**  
**LICENSING PROGRAM**  
1428 Howe Avenue, Suite 56  
Sacramento, CA 95825-3236  
Tel: (916) 263-2344 Fax: (916) 263-2487  
Web Site: [www.medbd.ca.gov](http://www.medbd.ca.gov)



## **Finger Print Procedures for On-Line Applicants**

Before the Medical Board of California can issue a license, a criminal record clearance must be received from both the state Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). In the past, the Board required all applicants to submit finger print cards in order to facilitate these necessary clearances. However, a new option is now available.

California's DOJ has implemented Live Scan, an electronic fingerprinting system with a subsequent automated background check and response. The goal of this system is to improve and expedite the fingerprint clearance process. For applicants in proximity to California, the Medical Board is able to offer this alternative to the traditional paper and ink finger print cards. Live Scan will allow for both California DOJ and FBI finger print clearances. Please note: since Live Scan is administered by the California DOJ, scanning sites are only located in California. A listing of those locations, the hours of operations, and the local agency fees can be found at: <http://caag.state.ca.us/app/contact.pdf>

The Board will make either of these options available to applicants. While the cost to process Live Scan and paper finger print cards is the same, Live Scan provides a more expeditious response; paper finger print clearances can take several months, while Live Scan results are usually available within a few days.

If you are using the Board's convenient on-line application, you may request either the Live Scan form or the paper finger print cards by contacting the Board at 916-263-2499; you may also send your request via e-mail at [webmaster@medbd.ca.gov](mailto:webmaster@medbd.ca.gov). If an application is being mailed to you from the Board office, the packet will include finger print cards; Live Scan information will also be enclosed with those applications being mailed to California addresses.

If you choose to use the paper and ink fingerprint cards, you must return them to the Medical Board for processing. However, if you use the Live Scan process, you will take the preprinted form to a scanning site for processing; without this form, your fingerprint clearance cannot be provided to the Board, and your licensure will be delayed. After the scanning process is complete, the Live Scan operator will give you parts 2 and 3 of the form. **It is your responsibility to send the Board part 2 of the form along with your application** so that we know your fingerprints have been scanned. If we do not receive this part of the form, it will be necessary to suspend review of your application while we send a reminder to you about the finger print clearance requirement.

The Board strongly encourages applicants to utilize the technology available through Live Scan. However, if there is no location reasonably close to you, contact the Board to request finger print cards.

Because applicants from the medical professions are so concerned with sanitary issues, they wash and scrub their hands so often that images of the finger prints are often difficult to read; when the impressions are of such poor quality that they cannot be searched in DOJ's and FBI's fingerprint data base, the finger prints (whether Live Scan or card) are rejected and reprints will be needed. Therefore, please advise the person processing your fingerprints that extra care needs to be given to ensure that clear impressions have been made. We have been advised by the FBI that the application of Cornhusker's Lotion to the pads of the fingers for a period of 10-14 days will generate the regrowth of finger print ridges; if possible, applicants may want to try this before getting their prints taken.